



**SOUTH DELHI MUNICIPAL CORPORATION
HORTICULTURE DEPARTMENT(HQ)**



No.DOH/SDMC/2020-21/ 123

Dated: 03.11.2020

CIRCULAR

SUBJECT: GUIDELINES FOR TENDERING SYSTEM IN HORTICULTURE DEPARTMENT

In order to streamline the Horticulture Department it is directed to comply the following:

1. Presently contractors of Engineering Department are eligible for tender bidding in Horticulture Department. Horticulture Department (HQ) will do separate Registration & Renewal of Contractors Enlistment for tendering in Horticulture Department.
2. Unit Rate Method (URM) process will be initiated and finalized to meet out recurring demand of supply / works in respect of items being used in Horticulture Department.
3. As per delegated powers circulated vide No.CA-cum-FA/F&G/2019/D-292 dated 14.02.2019, Director(Horticulture) has financial powers upto Rs.6 lacs, DDH upto Rs.2.00 lacs and ADH upto Rs.50000/- in Horticulture Department subject to financial concurrence for award of works. Now financial powers of Director (Horticulture) upto Rs.6 lacs & Dy.Director (Horticulture) upto Rs.2.00 lacs only have been retained / allowed as delegated powers in Horticulture Department subject to financial concurrence for award of works.
4. All the Estimates of Horticulture Department, prepared upto Rs.2.00 lacs at Zonal Level must be got checked & technically approved from DDH of concerned Zone and more than Rs.2.00 Lacs from Director (Horticulture).
5. Year-wise Action Plan for procurement should be prepared by Zonal DDH for procurement of store items for regular maintenance and development work, based on the Service Level Gap feasibility report. Estimation & Calling of NITs should be done preferably Zone-wise for collective procurement of storage items at Zonal level.
6. Wide publicity of NITs & NIQs should be ensured by Dy. Director (Horticulture) concerned to secure competitive rates by uploading notices on SDMC website, besides following other guidelines in this regard.
7. Zonal Market Price Evaluation Committee be constituted under A.D.H. of concerned Zone to survey the open market, submit item nomenclature and report etc. to DDH concerned. It will be valid for three months, thereafter it will survey again, if necessary for the respective item(s) after every three months for procurement & execution of works.
8. Justification of rates for works upto Rs.2.00 lacs be prepared by ADH concerned, should be got checked from DDH of Zone concerned and for above Rs.2.00 lacs be got checked by DDH(HQ). Planning Cell will be created in Horticulture Department for Checking of J.O.R. under DDH(HQ) with proper Monitoring the progress & implementation of schemes.
9. Online tenders will be processed at Zonal Level by calling of NITs after approval from competent authority in the department.
10. Calling of NIQs be avoided. In case of urgency / emergent works Department should call Short Notice Tender with prior approval of Director (Horticulture) / D.C. of concerned Zone. If, it is not possible, then giving necessary reasons with urgency of work / supply & justification thereof by DDH concerned, the NIQ may be called from Open Market with prior approval of Director (Horticulture) / D.C. of concerned Zone without splitting of work / supply.
11. The work of NIQ, if any called for urgent / emergent work/supply, it should be awarded after concurrence from Finance Section within a period of one month, thereafter approval of Additional Commissioner will be necessary for awarding the instant case under NIQ.
12. For urgent works the NIQ must be kept as last resort of purchase / procurement if the NIT or Short Notice NIT is not possible in exigencies.
13. The payment of supply / work got done through NIQ award, if any, shall only be released after 100% Test Check by ADH and 50% Test Check by DDH concerned.

14. Ex-Post-Facto approvals in respect of NIQs will not be entertained / permitted by any authority of Horticulture Department, unless it is with the permission of Commissioner-SDMC.
15. Quality Control Cell constituted in Horticulture Department, will do necessary checking under DDH(HQ) by deputing ADH/S.O.(Hort.) from time to time expeditiously. DDH(HQ) will submit Quarterly Report in this regard for appraisal to Director (Hort.).
16. DDH of the Zone will be responsible for submitting the Quarterly Progress Report in respect of cases of NIT / NIQ to Planning Cell of Horticulture Department in a time bound manner. Copy of all Work/Supply Orders issued of preceding month by DDH/ADH in Zones be sent to DDH(HQ) along-with Soft copy (through e-mail) by 10th of every next month.
17. If the work(s) is/are not started/taken up within six months of award of work without any justified reason it will be treated as closed work. Status of works awarded and execution thereof be reported quarterly to DDH(HQ) by 10th day of April, July, October & January of preceding Quarter respectively.
18. DDH concerned shall be solely responsible for monitoring all the works for timely execution / performance and take necessary action against the defaulting contractors as per CPWD manual.
19. Almost all the parks have been Geo-tagged in SDMC. Unique ID be created for every park with the help of IT Department and the Unique ID should be reflected in the Estimate Sanction proposal.
20. Park-wise inventories be prepared at Zonal Level under intimation to D.D.H. (HQ). The detail of work(S) done in a particular park during the last three years be reflected in the proposal of the estimate sanction.
21. Quarterly progress / work-done in any park(s) be reported to DDH (HQ) for compilations and onward submission / reporting. The record must be maintained properly in this regard and any laxity in this regard will be viewed seriously.
22. Splitting of work / supply except in Rate Contract works will not be allowed.
23. For supply items the Section Officers should prepare the estimates for minimum one ward or by clubbing several wards of a Zone be prepared by the S.O. and should be verified by the DDH of the Zone.
24. For development / re-development of Parks the estimates may be prepared park-wise. However, at one time if similar works are to be taken up in several parks of the ward then one estimate for one ward be prepared by clubbing the works of all the parks of the particular ward(s).
25. Preparation of estimate ensure certification from DDH concerned
 - i) There is No Splitting of work.
 - ii) Validity of works undertaken earlier has been duly checked in respect of proposed work and there is no repetition of work.
26. It will be the personal responsibility of the DDH concerned to file necessary statutory return with all the Govt. Departments timely. Quarterly report of compliance by all the DDH should be submitted to DCA (Horticulture). In case of any discrepancy the same shall be brought to the notice of concerned Addl. Commissioner through Director (Horticulture).


The above instructions are issued as per approval of competent authority for strict compliance by all concerned.

All D.D.H.

All A.D.H. & All S.O.(Hort.) through DDH concerned

Copy for kind information please to:

1. PS to Commissioner-SDMC for information of Commissioner please.
2. Addl. Commissioner (Hort.)/SDMC.
3. Addl. Commissioner (Finance) / SDMC
4. D.O.V. /SDMC in reference to his letter No. ADOV/Vig./SDMC/RS/C/2020/436 dated 25.08.2020.
5. D.C. (South Zone, Central Zone, West Zone, Najafgarh Zone).
6. DCA (HQ, Hort.-HQ, South Zone, Central Zone, West Zone, Najafgarh Zone).
7. A.A.O. (hort.) HQ


 Director (Hort.)
 31/1/2020
Dr. ALOK SINGH
 Director Horticulture
 South Delhi Municipal Corporation